



STATE OF MAINE
BUREAU OF GENERAL SERVICES

*Architect / Engineer
Procurement Process*

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process per statute (Title 5, §1742 subs. 6), described briefly here.

- 1.) The [advertisement](#) of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself approved and funded. A clear scope of services statement is an essential component of the advertisement.
- 2.) [Interested firms respond](#) to the Request for Qualifications (RFQ) as described below, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.
- 3.) The [Selection Committee screens all submissions](#) and invites the most qualified firms to interview for the project, typically three to five firms.
- 4.) The [Selection Committee interviews the firms](#).
- 5.) The [Selection Committee ranks all of the interviewed firms](#). The Committee [negotiates an agreement](#) with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.
- 6.) A [BGS Professional Services Agreement](#) is drafted.
- 7.) An insurance certificate and approved agreement is required before work commences.



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Notice to Architects and Engineers
Request for Qualifications

The [Maine State Museum](#) wishes to procure architectural/engineering services for the **facility improvements, including some limited museum exhibit design**, at the Maine State Museum in Augusta, Maine.

The scope of this project includes, but is not limited to, [schedule and budget estimating](#), design development, contract documents, and construction administration. All work will be based on existing schematic designs for improvements in three public spaces at the Maine State Museum. Work is approved and will begin on one space immediately, with a completion date set for May 2015. Work will be scheduled on the other two spaces according to funding availability over the next two to three years. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit *three paper copies* and *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's:

- A. qualifications to undertake this project;
- B. experience with budgets and project cost control, with some results of the firm's activities;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. profiles of key personnel who will be involved in the project;
- F. statement of current workload and ability to absorb the project; and
- G. list of business references other than those listed above, including contact information.

The *paper copies* of the Letter of Interest and Statement of Qualifications should be sent to [Sheila McDonald, Deputy Director, Maine State Museum, 83 State House Station, Augusta, Maine 04333-0083](#) (mailing address); or [230 State Street, Augusta, Maine 04330](#) (physical address) so as to be received not later than **1:00 PM on August 12, 2014**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to BGS.Architect@Maine.gov so as to meet the deadline noted above.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program



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information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.